

7/9/2012

Proposal Requirements
Needs Reducing Activities
Rutland Probation & Parole Office

I. Introduction

This Request for Proposal is for the purpose of continuing the Needs Reducing Activities at the Rutland Probation & Parole Offices. The Contractor provides group facilitation as well as participates in program related duties including treatment team, case staffing meetings, case consultation and documentation.

II. Needs Reducing Activities

The Principles of Needs Reducing Activities (NRA) are Risk, Need and Responsivity.

VTDOC will contract for the delivery of these activities. The primary activity of contractors will be the facilitation of groups with Thinking for a Change being primary for reducing criminal attitude/orientation. VTDOC may also require facilitators to deliver other curricula based on needs of offenders.

Minimum requirement of facilitators will be someone that has had experience working with an offender population, at minimum working toward a degree in a helping profession, a belief people can change, ability to control the group environment, knowledge of Cognitive Behavioral Therapy, knowledge of “what works” in corrections, knowledge of clinical documentation and ability to work both days and evenings.

Contractor need not be trained in Thinking for a Change but willing to learn and adhere to the curriculum as designed.

III. Organization Description.

Please describe your organization or individual experience. Its purpose, structure, manner of staff supervision and certifications, private vendors please provide a copy of your resume. Please describe the experience of the staff that will provide the service. Be specific about experience with offender populations and with cognitive behavioral programs.

Provider staff are required to be willing to complete training in Thinking for a Change program prior to the delivery of services under the contract.

IV. Contractor Requirements

- 1) Facilitate between 4 to 6 groups per week in Rutland P&P
- 2) Program Team meetings per week
- 3) Monthly supervision with the contracted clinical supervisor and contractor facilitator

V. Funding

The Department will reimburse the provider at a rate commensurate with the Contractor's training and experience.

VI. Proposal Evaluation

- 1) Experience: The extent to which the provider has provided NRA with the target population in correctional settings.
- 2) Qualifications: Applicants must have facilitators meet the aforementioned qualifications
- 3) A comprehensive method of facilitator supervision
- 3) Response to the material requested above.

VII. Contact Process

Proposals are due by August 10, 20012 at 12 noon. They will be reviewed based on the criteria stated in Section VI. The Department may select the successful proposal following this review or it may interview applicants if multiple proposals are received from qualified applicants. Please send 3 hard copies and one CD.

VIII. Contact Person

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